



Bright from the Start:  
Georgia Department of Early Care and Learning

**Nutrition Services**

**Child and Adult Care Food Program**

User Manual for Completing the Management Plan

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For Institutions use only

September 2009

## Child and Adult Care Food Program Management Plan

Institutions participating in the CACFP are required to complete and submit a Management Plan with each annual application. The Management Plan is a section of the application package that includes an institution's CACFP personnel, financial management information, and specific processes for CACFP operations.

Once the Management Plan is completed, information will continue to remain for each fiscal year. Institutions have the ability to review and revise the Management Plan at any time. Revisions to the Management Plan require review and approval from Bright from the Start personnel. It is each institution's responsibility to ensure that information in the Management Plan is current and accurate at all times.

## Renewing Institutions

Renewing institutions are required to complete an entire application every three years, which includes the Management Plan, as well as other requirements. See figure 1 below.

The screenshot displays the 'CNP Web Site: Child and Adult Care Food Program' in Microsoft Internet Explorer. The page title is 'Bright From the Start: Georgia Department of Early Care and Learning Child and Adult Care Food Program'. The main content area shows the 'Application Status and Approval Notification' table, which indicates the application is 'Inactive' and 'Not Approved'. Below this, the 'Adverse Action: Reclaim' section shows the status as 'Closed' and the date as '12/22/2008'. The 'Institution Application' table lists various menu items and their completion status, with a 'Submit Application to DECAL' button at the bottom. The left sidebar contains a navigation menu with links to Training, Application, Inst. Application, Available Forms, Accounting, Claims, and Maintenance. The bottom of the page shows a 'Transaction History Report' and an 'Advance Summary' link.

App Started	App Status	Submitted for Approval	Review Required	Date to Operate	Date Approved	Approved By
07/21/2009	Inactive	Yes	Yes		Not Approved	

Adverse Action: Reclaim   Status: Closed   Date: 12/22/2008

Menu Item	Status
Begin Application	
A. Application Information	Complete
B. Address Information	Complete
C. Contacts	Complete
D. Board Members	Complete
F. Financial Information	Complete
H. Record Keeping	Complete
I. WIC Certification (Institution)	Complete
J. CACFP Compliance	Complete
K. Management Plan(s)	Complete
L. Budget	Complete
M. Center Applications	Complete
P. Supporting Application Documents Required	Complete
Submit Application to DECAL	Complete

Transaction History Report  
Advance Summary

Comments

**Figure1. Application for Renewing Institution**

## Continuing Institutions


Continuing institutions are only required to complete annual requirements each fiscal year. See figure 2.

Annual requirements now include the following components:

- Applicable certification statements,
- The Management Plan,
- CACFP Budget Package, and
- Annual Supporting Documents.

**DUE DATE FOR THIS APPLICATION ALONG WITH ALL REQUIRED DOCUMENTS IS: 10/01/2009**

Application Status and Approval Notification						
App Started	App Status	Submitted for Approval	Review Required	Date to Operate	Date Approved	Approved By
09/22/2009	Inactive	No	No	02/01/2009	Not Approved	

Continuing Institution Application				
	Menu Item	Status		 Notes
	Annual Training	Complete		
	<a href="#">Certifications</a>	Complete		
	<a href="#">Management Plans</a>	Incomplete		Original
	<a href="#">Supporting Documents</a>	Complete	Not on File	
	<a href="#">Application Suspense Tracking</a>			

Application Unlocked for Sponsor Updates or Approved by DECAL

**Figure 2: Application for Continuing Institutions**

## New Enhancements with the Management Plan

The management plan now interacts with the CACFP Budget Package. Responses given in the Management Plan will alert institutions to budget requirements. Institutions will then have the ability to complete budget worksheets that relate to certain operating practices. Both the budget and the management plan should support each institution's operation and administration of the CACFP.

### Steps to Completing the Management Plan

The main page of the management plan lists individual sections that must be completed. Each section of the management plan will read incomplete and show in red letters. In order to complete the management plan and submit the application package for review and approval, each of the sections noted below must be reviewed and show complete in green letters. See figure 3.

Institution			
Institution Name	Agreement Number	Federal ID (EIN)	Program Year
Test Budget Institution	99999	1122222	2009-2010

[Institution Application page](#) [Help](#)

Management Plan Status			
Revision Number	Management Plan Status	Date Approved	Approved By
Original			

Management Plan	
Menu Item	Status
I. <a href="#">Principal and Certification</a>	Not Started
II. <a href="#">Administrative Personnel</a>	Not Started
III. <a href="#">Operations</a>	Not Started
IV. <a href="#">Financial</a>	Not Started
V. <a href="#">Publicly Funded Programs</a>	Not Started
VI. <a href="#">Internal Controls - Accounting</a>	Not Started
VII. <a href="#">Internal Controls - Claim for Reimbursement</a>	Not Started
VIII. <a href="#">Record Keeping &amp; Training</a>	Not Started
IX. <a href="#">Meal Service &amp; Facility Eligibility</a>	Not Started
X. <a href="#">Monitoring</a>	Not Started

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**Figure 3: Section Listing of the Management Plan**

**Step 1: Select the *Principal and Certification* link.** For most private non-profit organizations, this is the Executive Director. In a for-profit organization, this is the owner or in the public school system, this is the superintendent for the school system. Other persons must be elected or appointed by a Board of Directors to assume the responsibility. The person in this position must sign the Agreement for Participation.

**Step 2: After completing this section, select the “*save and continue*” button at the bottom of the page.** This button will allow you to navigate through each section of the management plan. See figure 4 below.

(Item #2)

**Certification:**

☐ I certify that the information contained in this management plan is true and correct. I understand that the submission of false information will result in my application being denied and could also result in termination of participation in any federal nutrition program. I also accept final administrative and financial responsibility for the operation of the Child and Adult Care Food Program under my authority. I understand that it is my responsibility to read and comply with all the provisions listed in §226 of 7 Code of Federal Regulations and all USDA and Bright From The Start policies and directives regarding the CACFP.

Created By:	Created Date:	Modified By:	Modified Date:
-------------	---------------	--------------	----------------

[Redisplay](#)
[< Back](#)
[Save](#)
[Save & Continue >](#)
[Skip to Next >](#)
[Cancel](#)

**Step 3: Complete section II, *Administrative and Operating Personnel*.** This section captures the staff profile of each person that is affiliated with and performs CACFP administrative and operating duties. To add a person, select the “**Add Person**” link.

Child and Adult Care Food Program

Institution		
Institution Name	Agreement Number	Program Year
Test Budget Institution	99999	2010

[Management Plan Home Page](#) [Help](#)

Management Plan (page 2 of 10)

**II. Administrative Personnel**  
Enter the names and description of staff that complete CACFP operating and administrative duties and responsibilities.

Staff List			
Person's Name	Job Description	Status	Action
No records found			

[< Back](#)
[Add Person](#)
[Skip to Next >](#)
[Cancel](#)

**Step 3A:** Existing institutions may have previously completed this section and personnel may be listed. To modify existing personnel listed, select the “modify” button.

Management Plan (page 2 of 9)

**II. Administrative Personnel**  
Enter the names and description of staff that complete CACFP operating and administrative duties and responsibilities.

Staff List			
Person's Name	Job Description	Status	Action
test person	Program Contact	Complete	<a href="#">View</a> <a href="#">Modify</a> <a href="#">Delete</a>

[< Back](#)
[Add Person](#)
[Skip to Next >](#)
[Cancel](#)

**Note:** This section now requires the institution to indicate all persons performing operating duties. Previously, this information was not required. See figure 5 below.

**CNP Web Site: Child and Adult Care Food Program - Microsoft Internet Explorer provided by DECAL**

http://cnpus.com/cnp2000/cnpGeorgiaTest/frameManager.asp

**Bright From the Start: Georgia Department of Early Care and Learning**  
Child and Adult Care Food Program

**Staff Profile**

**(Item #1)**

**Name:** test person

**Position Status:** Co-owner **Select Primary Job Description:** Program Contact

**Date of Birth:** 01/01/1975

**Is this employee also the Principal as indicated in section I: Principal and Certification?** ☐ Yes ☒ No

**(Item #2)**

Select appropriate job duties to include primary CACFP tasks for which responsible.

**Administrative Duties**

<input checked="" type="checkbox"/> General Program Oversight <input type="checkbox"/> Complete Application <input type="checkbox"/> Complete Management plan <input type="checkbox"/> Complete Budget <input type="checkbox"/> Determine Income Eligibility Statements <input type="checkbox"/> Training (attend or provide) <input type="checkbox"/> Accounts Payable <input checked="" type="checkbox"/> Process Payroll <input type="checkbox"/> Review and correct supporting claim documentation <input type="checkbox"/> Prepare Claim for Reimbursement <input type="checkbox"/> Computer/data entry <input type="checkbox"/> Plan Menus	<input type="checkbox"/> Record point of service meal counts <input type="checkbox"/> General CACFP Admin <input checked="" type="checkbox"/> Clerical <input type="checkbox"/> Utilities
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**Operational (food service labor) Duties**

<input type="checkbox"/> Food Service Labor <input type="checkbox"/> Food Service Delivery <input type="checkbox"/> Plan Menus	<input type="checkbox"/> Record point of service meal counts <input type="checkbox"/> Travel for Training
--	--

**(Item #3)**

**Indicate how salary is paid:**

☐ 100% CACFP funds

**Figure 5: Management Plan, section II, item 1-Staff Profile**

Attention: Business Rule Violation(s) Exist		
Number	Description	Type
20503	Your responses have indicated one of the following (Admin) Budget Worksheets is required and must be entered: Equipment- [Purchased \$5,000 and Over; Depreciation; Use Allowance], Durable Supplies, Expendable Supplies. If cost is being charged to CACFP.	Warning

Continue >

**Note:** Because the management plan interacts with the budget, certain administrative or operating duties and selections in item 3 of section II will create warning messages. These warning messages will appear in blue and will provide guidance about the required budget worksheets that must be completed if CACFP funds will be used towards the cost of performing that duty. **To proceed by any warning message, select the “continue” button.**

**Step 4:** After entering all staff profiles into section II of the Management Plan, select the “*save and continue*” button at the bottom of the page or the “*continue*” button if warning messages appear.

**Step 5: Complete Section III: Operations.** This section captures information regarding Consultants/Contractors. For sponsoring organizations, this section will also capture the institutions Outside Employment Policy.

Indicate if Consultants/Contractors are used in the operation or administration of the CACFP. If the answer is yes, follow the instructions and fill-in the text box. Afterwards, indicate if CACFP funds will be used to pay the fees of the Consultant/Contractors. Answering yes to this question will require an Administrative Budget. See figure 6 below.

CNP Web Site: Child and Adult Care Food Program - Microsoft Internet Explorer provided by DECAL

http://cnpus.com/cnp2000/cnpGeorgiaTest/frameManager.asp

Bright From the Start: Georgia Department of Early Care and Learning  
Child and Adult Care Food Program

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III. Operations

(Item #1) Consultants/Contractors

☒ Yes ☐ No Consultant or Contractors used in the operation or administration of the CACFP?

If yes, enter information in the textbox and answer the CACFP Funds question below

Contractors are individuals not legally employed by the institution, but who perform CACFP duties or tasks required by program regulations, circulars, or instructions. Below indicate the following for each contractor used by the institution. If no consultants are used, indicate this in the text box.

- Name
- Summary of duties that involve CACFP (Please refer to CACFP Policy 02-22 for guidance in the area of consultant and management responsibilities)
- Indicate how salary is paid i.e. with 100 % CACFP funds, or other funding source(s). If other funding sources, indicate source(s) other funding sources

test

☒ Yes ☐ No Will you be using CACFP Funds to pay any of the consultant/contractor fees

Created By: Developer Created Date: 9/22/2009 Modified By: Modified Date:

Redisplay < Back Save Save & Continue > Skip to Next > Cancel

**Figure 6: Management Plan, Section III-Operations**

**Step 6: Complete sections IV (Financial) and V (Publicly Funded Programs).** These sections capture information pertaining to the institution's fiscal resources, financial history, and participation in other publicly funded programs. Continue navigating through the management plan by selecting the *"save and continue"* button.

**Step 7: Complete section VI: Internal Controls.** This section captures each institution's financial management system as it relates to CACFP. Answer each question by filling in each text box. Indicate if any portion of the CACFP meal reimbursement will be used towards administrative costs. See figure 7 below.

CNP Web Site: Child and Adult Care Food Program - Microsoft Internet Explorer provided by DECAL

http://cnpus.com/cnp2000/cnpGeorgiaTest/frameManager.asp

File Edit View Favorites Tools Help

CNP Web Site: Child and Adult Care Food Program

**CNP 2000**

**Bright From the Start: Georgia Department of Early Care and Learning**  
Child and Adult Care Food Program

CNP 2000 Home Core CACFP Home SFSP Home Exit

**Management Plan (page 6 of 9)**  
**VI. Internal Controls - Accounting**

**(Item #1)**  
Indicate the institution's financial management system (i.e., paper ledger or accounting software)

test

**(Item #2)**  
Describe procedures for tracking CACFP funds separately from other organizational funds (i.e. separate banking account or coding system in commingled account). Detail how administrative costs will be separated from operating costs.

test

**(Item #3)**  
☒ Yes ☐ No Is any portion of the total meal reimbursement used towards administrative costs?

Created By: Developer Created Date: 9/22/2009 Modified By: TEST Modified Date: 9/22/2009

Done

Start Novell Gr... Mail From... CNP Web... Microsoft ... C:\Docum... CACFP Bu... Managem... The Reap... 3:39 PM

**Figure 7: Management Plan, section VI-Internal Controls-Accounting**

**Note:** Answering yes to this question will require the completion of the Administrative Budget.

Continue navigating through the Management Plan by selecting the “save and continue” button.

**Step 8: Complete sections VII (Internal Controls-Claims for Reimbursement).** This section captures the institution’s process and procedure for ensure accurate claim submission and facility eligibility. Continue navigating through the management plan by selecting the “*save and continue*” button.

**Step 9: Complete section VIII-Recordkeeping and Training.** This section captures each institution’s methods for maintaining records, obtaining income eligibility statements, and training staff and/or sponsored facilities. Upon completion, select the “*save and continue*” button at the bottom of the page. See figure 8 below.

CNP Web Site: Child and Adult Care Food Program - Microsoft Internet Explorer provided by DECAL

http://cnpus.com/cnp2000/cnpGeorgiaTest/frameManager.asp

Bright From the Start: Georgia Department of Early Care and Learning  
Child and Adult Care Food Program

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VIII. Record Keeping & Training

Record Keeping

(Item #1)  
Describe procedures for maintaining records for the federal record retention period, 3 years plus the current year.

test

Costs charged to the CACFP (Check all that apply):

☐ a. Cost for space used for food preparation and/or food storage will be charged to the CACFP.

☐ b. Cost for general space used for the administration (office Space) will be charged to the CACFP.

☐ c. Cost for storage of records will be charged to the CACFP.

☐ d. Cost for Utilities, Maintenance, Janitorial Services for the administration (office space) or operation (food preparation/food storage) will be charged to CACFP.

(Item #2)  
Describe the institution's procedures for obtaining income eligibility statements including how and when expired statements are renewed.

test

**Figure 8: Management Plan, section VIII-Recordkeeping and Training**

**Note:** Institutions must also indicate if there are administrative costs related to recordkeeping or training. Selecting any of these questions will require the completion of an Administrative Budget.

**Step 10: Complete sections XI (Meal Service and Facility Eligibility).** This section captures the institution's process and procedures for ensuring accurate meal counts and facility eligibility. Institutions that sponsor unaffiliated centers will also have to complete section X (Monitoring).

The Management Plan listing should show each section as complete in green letters. See figure 9 below.

[Institution Application page](#) [Help](#)

Management Plan Status			
Revision Number	Management Plan Status	Date Approved	Approved By
Original	Active		

Management Plan			
Menu Item		Status	
I.	<a href="#">Principal and Certification</a>	Completed	
II.	<a href="#">Administrative Personnel</a>	Completed	
III.	<a href="#">Operations</a>	Completed	
IV.	<a href="#">Financial</a>	Completed	
V.	<a href="#">Publicly Funded Programs</a>	Completed	
VI.	<a href="#">Internal Controls - Accounting</a>	Completed	
VII.	<a href="#">Internal Controls - Claim for Reimbursement</a>	Completed	
VIII.	<a href="#">Record Keeping &amp; Training</a>	Completed	
IX.	<a href="#">Meal Service &amp; Facility Eligibility</a>	Completed	

**Figure 9: Management Plan Listing**

**For guidance on CACFP federal requirements or Bright from the Start policies, please visit Bright from the Start's website at [www.decal.ga.gov/Nutrition](http://www.decal.ga.gov/Nutrition)**